

Message

From: Caloggero, Dina (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MASSMAIL-01/CN=RECIPIENTS/CN=DINA.CALOGGERO]
Sent: 12/15/2006 7:58:03 PM
To: Han, Linda (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MASSMAIL-01/CN=RECIPIENTS/CN=Linda.Han]; Nassif, Julianne (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MASSMAIL-01/CN=RECIPIENTS/CN=Julianne.Nassif]; Smole, Sandra (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MASSMAIL-01/CN=RECIPIENTS/CN=Sandra.Smole]; Nawn, Kathleen (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MASSMAIL-01/CN=RECIPIENTS/CN=Kathleen.Nawn]
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Subject: Equipment PM Maintenance and Repairs
Importance: High

Hi Everyone,

Effective this week, the QA Department will no longer be responsible for coordinating the repair work for hoods, balances, centrifuges and microscopes. This excludes autoclave repairs, which are covered under the existing preventive maintenance agreement between QA and Getinge. QA will continue to coordinate autoclave repairs. Each individual laboratory area will now be responsible for this work. My hope is that this will create efficiencies and increased lab oversight to ensure necessary equipment replacement. Laboratories that require repair work must do the following:

1. Enter the problem in the lab problem log.
2. Call the appropriate vendor to obtain a quote. For B&V (hoods) call Sandy MacLean 781-891-9081. For Caley and Whitmore (balances, centrifuges and microscopes) call Maureen at 617-623-7430.
3. Enter a PO request into the Purchasing System.
4. Call the vendor back, schedule the repair work and give them the PO#. You must also identify a contact person to work with the vendor (let them in the laboratory; receive the service report, etc...).
5. When the work is completed, collect the service report and attach it to the original quote that includes the PO#.
6. The documentation must be maintained with respective file on the specific piece of equipment.
7. Update the resolution for the problem log entry.

The QA Department will continue to coordinate the annual preventive maintenance activities for balances, centrifuges, autoclaves and microscopes.

Please pass this notice on to your staff and feel free to contact me with any questions or concerns.

Thanks...Dina

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